

**NAVAJO COUNTY
PUBLIC WORKS DEPARTMENT
PLANNING & ZONING**

P.O. Box 668, Holbrook, Arizona 86025 (928) 524-4100 Fax:(928) 524-4399

ZONE CHANGE APPLICATION
(Revised 11-08)

ZONE CHANGE APPLICATION CHECKLIST

- ___ 1. All information requested on the Zone Change application shall be complete and ownership legally notarized where indicated, attach a copy of the recorded deed or sales contract.
- ___ 2. Five (5) copies site plan, drawn to scale, and a recorded legal description of the property, if not in a recorded subdivision. (See sample site plan and requirements).
- ___ 3. A letter of intent expressing your reasons for the proposed zone change or special use permit and how it will be beneficial to the area, including an explanation of your plans and purpose describing the use and a schedule for its development.
- ___ 4. Notification letters will be sent to all property owners within three hundred feet (300') of the subject property by regular mail and to the applicant by certified mail.
- ___ 5. A Zone Change amendment filing fee of \$300 or \$10 per acre, whichever is greater, for each separate Zoning District requested. (non-refundable)
- ___ 6. If applicable, notification to and submittal of a permit or notice by the Navajo County Health Department as to allowance of intent.
- ___ 7. If applicable, notification to and submittal of a letter of serviceability from all necessary utilities, (water, electric, sanitation, etc.)
- ___ 8. All information concerning the zone change or special use permit must be submitted to this department at least six weeks before the Planning & Zoning Commission meeting, which is held on every third Thursday of the month, to allow for Staff review, legal notification and posting. Scheduling for public hearings before the Navajo County Planning & Zoning Commission and the Board of Supervisors will be based on all information and documents being in place in our files.

SITE PLAN INSTRUCTIONS

(Adopted 12/03/96)

1) **DEFINITION:**

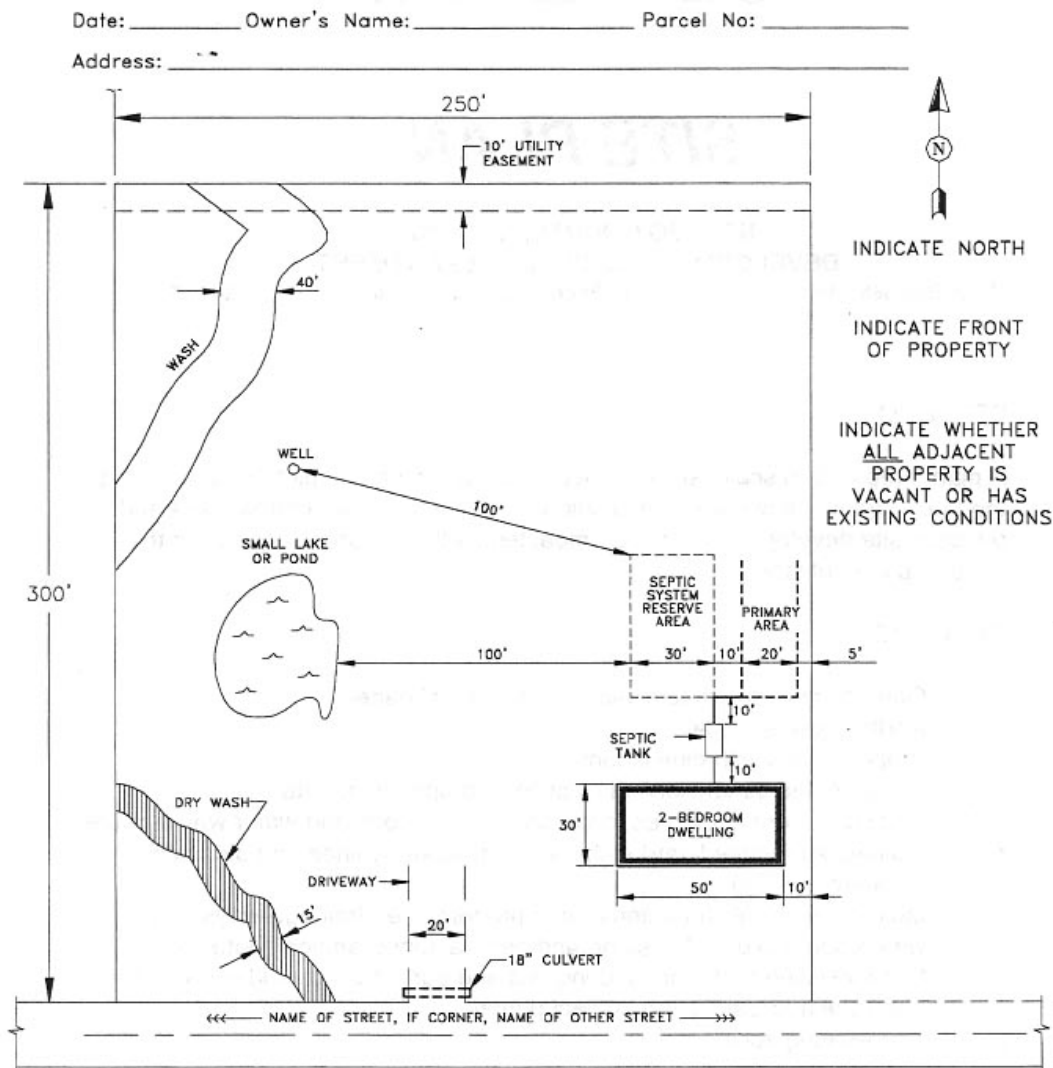
A plan, prepared to **scale**, showing **accurately** and with complete dimensioning, the boundaries of a site and the location of all building, structures, uses and principal site development features proposed for a specific parcel of land.

2) **CHECKLIST:**

- a. Five copies of the site plan drawn to scale on a sheet of paper with a minimum size of 18"x 24", also include a reduced 8-½"x 11" copy.
- b. North arrow and scale.
- c. Property lines with dimensions.
- d. Property boundary by: metes and bounds or as a lot in a recorded subdivision; or by sectional breakdown; or by deed description.
- e. Location and dimensions of existing and proposed structures. (Buildings and fences by type & height, etc.)
- f. Distances from structures to property lines, septic and water well facilities.
- g. Location of existing and proposed utilities with dimensions from property lines or structures. (Septic systems, water wells, electrical service, etc.).
- h. Indicate all required yard setbacks from property lines and distances between buildings.
- i. Delineate all dedicated street right-of-ways, street names, drainage and utility easements.
- j. Indicate physical characteristics of property. Drainage ways or watercourse alignment, slope and general topographical features.
- k. Show existing and proposed ingress and egress of the subject property.
- l. The rural address for the subject parcel.
- m. The existing zoning.
- n. Owners signature and date.
- o. The **Assessor's parcel number** for the subject parcel.

NOTE: Site Plan submittals for Special Use Permits for Manufactured Home Parks and Recreational Vehicle Parks must be prepared and certified by a Civil Engineer, Architect or Land Surveyor, registered within the State of Arizona. All submittals for manufactured Home Parks and Recreational Vehicle Parks must comply with the Subdivision Drainage and Floodplain requirements as noted in the Navajo County Tentative Plat Informational Supplement (1995). **The success of your request will be directly affected by the quality and accuracy of your Site Plan submittal.**

EXAMPLE SITE PLAN



SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...

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PLANNING & ZONING

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Holbrook, Arizona 86025
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APPLICATION FOR A ZONE CHANGE

_____ To _____
Current Zoning **Proposed Zoning**

OWNER INFORMATION:

OWNER'S NAME: _____

AGENT/POINT OF CONTACT: _____

CONTACT PHONE NO.: _____ FAX NO.: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T _____ N – R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

GENERAL DIRECTION TO PARCEL: _____

CURRENT ZONING: (Please Check appropriate Zoning Classification)

___ A-Gen ___ RU-20 ___ RU-10 ___ RU-5 ___ RU-1 ___ R1-43 ___ R1-10
___ R-2 ___ R-3 ___ C-R ___ I-1 ___ I-2 ___ Special Development

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires